

PAPER USE ENVIRONMENTAL MANAGEMENT PROGRAM- 01**A. Significant Environmental Aspect:**

Use of paper in the production of reports & documents
Use of paper in operation of business machines

B. Document Control Code:

EPA-R3-EMP-01-00

C. Date:

11/4/03

1. Objective(s): EMS Objective 3: Reduce the purchase of paper by 30% by the end of Fiscal Year 2005. The Fiscal Year or FY runs from October 1 through September 30

2. Target(s): Target 3.1: 5% reduction by the end of FY 2003
Target 3.2: 15% reduction by the end of FY 2004

3. Reason for Significance:

See Procedure for Identifying Significant Environmental Aspects - Approach

Link - <http://www.epa.gov/region3/ems/r3manual2a.htm#p-aspects>

4. Potential Environmental/Organizational Impacts: <http://www.epa.gov/region3/ems/activities.htm>

5. Legal and Other Requirements (Specify): 5. Specific Legal and Other Requirements:

Legal - N/A

Executive Order 13101: Greening the Government Through Waste Prevention, Recycling and Federal Acquisition
<http://www.epa.gov/fedsite/eo13101.htm>

6. Performance Indicator(s), Program Description, Budget and Responsibility:

The period July 2002 to the end of June 2003 will be used as the baseline year for our paper consumption and to measure the progress we make in reducing paper consumption in the future. Facilities will provide the EMS Coordinator with a monthly total of the number of reams of paper distributed to each floor of the EPA occupied space in the 1650 Arch Street building. This information will be loaded into a spreadsheet by the Chairperson or their designee and compared to a monthly average generated from the baseline year data.

The Business Machines Work Plan <http://www.epa.gov/region3/ems/machines.pdf> has a list of specific tasks, the person responsible for those tasks, intermediate deadlines and the resources needed to achieve the objectives and targets above.

7. Corresponding Operational Control related to this EMP:

See Paper Use in the Copy Center - Operational Control-01

<http://www.epa.gov/region3/ems/opcontrols/oc-1.pdf>

Paper and Electricity Use in Printing and Copying Operational Control - 04

<http://www.epa.gov/region3/ems/opcontrols/oc-4.pdf>

8. Record(s) and Documents:**Person Responsible and Location:**

The Chairperson of the Business Machines Work Group will track our paper use using a spreadsheet that will be located at L:share/sdonohue/EMS/paper-use The Chairperson may also file or turn over to the EMS Coordinator other records generated during the accomplishment of the task listed in the Business Machines Work Plan. The EMS Coordinator will be responsible for training records.

9. Competence of persons responsible on basis of training, education, or experience:

The Chairperson of the Business machines Work Group was selected based on their background, experience and education.